

RFMS STEERING TEAM MEETING MINUTES	
Meeting Type: <u>Weekly</u>	Meeting Date: <u>7 Jan 04</u>
Meeting Time: <u>1000-1200</u>	Meeting Place: <u>Kaizen No Yochi</u>
Present: RE, XO, DRE, DOICC, Mr. Kondo C09I, C130Q (Recorder/ Facilitators)	
Decision made, Actions planned, Tasks to be done	Person Responsible

1. **The minutes of 10 Dec 03 has been reviewed.**
CO to send out reminder to Department Heads.
2. **90 Day Task List reviewed:**
 - Safety Briefing has been completed.
 - Publish Glossy.

CO wants to give RDML Engle who is coming to Japan from 26 to 28 of Jan. CO will bring the advance copy to RADM Ruehe.
C130 will give CO one copy of the drafts of Glossy attached with their forewords.

 - Finalize Tactics.

Planned Completion Dates will be modified.
DRE will use RFMS SBP Goals: I1, O2, O3, O4 and O5 as recommendations for CNFJ's Regional Plan.
3. **IG:**
Mr. Kondo and XO distributed "Command Inspection Preparation 2004". The folder for this years IG has been set at X: drive for each department so than every can prepare pre self-assessment.
4. **NCF Call for Work:**
CAPT Hemstreet distributed. Reviewed and discussed.
5. **Manpower Hierarchy:**
CDR Pickrell showed PWC Japan hierarchy. C130 to include additional military personnel.
6. **Group Calendar:**
Schedule of team members were added/ changed as follow:

2-3 Feb	CNFJ Commander's Conference
4-6 Feb	CO and DOICC TAD to Korea
2-4 March	Senior Engineers' Conference at Camp Zama
12-16 Jan	DRE TAD to D.C. for MILCON IPL

21-28 Jan	DOICC on leave
28-30 Jan	RDML Engle visit to Yokosuka
12-14 Jan	DOICC TAD to Sasebo and Iwakuni
14 Jul-16 Jul	PWC/OICC IG

7. Items of general interest.

RE: None.

DOICC: None.

DRE: None.

XO: ADML Engel is visiting Japan. He will visit Iwakuni on 27th and 28th and Yokosuka on 28th of Jan. Working on Admiral's itinerary and department Heads' bios.